

INSTRUCTIONS

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FOR THE

G A G E R S

OF THE

EXCISE

IN THE

COUNTRY.



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INSTRUCTIONS
FOR THE
Gagers of EXCISE
In the COUNTRY.

BEFORE you intermeddle in your OFFICE, you are to take the Oaths of *Allegiance* and *Supremacy*, and the Oath of *Office*, before one of the Barons of the *Exchequer*, or Two Justices of the Peace in that particular County where employ'd; taking a Certificate thereof, which you must send to the AUDITOR of EXCISE, at the EXCISE-OFFICE in *London*, to be enter'd there as the Law directs. And at the next *Term*, or *General Quarter Sessions*, after your Admittance into the Employment, you are to take the *Test* and *Abjuration Oaths*, as prescrib'd by the several ACTS of Parliament; having first, in order thereto, receiv'd the Sacrament upon a *Sunday*, in some Parish-Church, in the Presence of Two Witnesses; and you are to take a Certificate thereof, sign'd by the Minister and Church-Wardens, in the Presence of the said Witnesses; and the said Two Witnesses are also to appear in the Court where you take the OATHS, to prove that you received the Sacrament, and that the Minister and Church-Wardens sign'd the Certificate. And you are to inform yourself in all the Laws relating to the Revenue, that when you shall be call'd before any Justice of the Peace, you may be able to give a satisfactory Account of your Proceedings. And you must demean yourself respectfully to all Magistrates, and civilly to the respective Persons you survey, shewing your Commission (which you must always have with you) to any whom you survey, if it be demanded.

DIRECTIONS to OFFICERS
who survey COMMON BREWERS.

I. YOU are to survey your Common Brewers twice every Day, tho' silent, (if your other Business will permit you) and once, at least, every *Sunday*; entering (at every Visit) on a Specimen kept at each House, the time of your Survey, with the Condition of the Brewhouse, according to the

hereunto annex'd. And you are to enter in your Leidger all your Gages, Stores, Lengths declared, and silent Surveys, regularly one under another; and when the Copper is silent, and there is a Guile depending in the House, you are to write [*Copper silent*] under the Gage. And you must take a Gage of each Wort so soon as possible after it is out of the Copper, and make frequent Returns to the Brew-houses, and at uncertain Times; and at each Return take Gages on the depending Guiles, and of what Worts are off, (tho' no more be off, than were when you were last there) always endeavouring to have a cold or confirming Gage, as well as a warm one on each separate Wort, inserting the said Gages and Times of taking them in your Leidger, before you go from the Brewhouse; and you must cast up those Gages by a Table-book, that is examin'd and sign'd by your Supervisor. And where there is a Wort in the Copper of which you have not had a Gage, you are to return at such Times (tho' in the Night) that you may get the best Gage thereof; but if the said Wort hath done boiling, and is not separated from the Hops, either in the Copper or Hop-back, you are to take the true depth thereof, and write [*Hot*] over it, but not make any Charge therefrom, unless you have good reason from your subsequent Gages to believe that some Part of the said Wort hath been privately convey'd away, or fraudulently dispos'd of; in which Case, you are to charge from such Gage, making such Allowance only as you think is reasonable on Account of Heat and Hops. And you must frequently examine and remark the Condition of the Under-backs, to prevent any Fraud that may be committed by leaving a Part of a Wort therein, especially when the last Wort is in the Copper: And where you find a Hop-Liquor left in the Copper, you are to observe carefully how the same is dispos'd of, that no Fraud be cover'd thereby. And where any of your Brewers brew entire Guiles of Strong, or party Guiles, as the Worts come off, you must Character them in the following Manner, viz. if but Two Worts, the 1st. h. and the 2nd. bl = if Three, the 1st. h. the 2nd. m. and the 3rd. bl. = and if Four, the 1st. h. the 2nd. m. the 3rd. n. and the last bl. = and this Character [*Æ*] must be us'd for all strong Worts that are down in the Tun. And if it happen that part of the strong or small Worts remain in the Backs when the Length is declar'd, you are in such Case to use the proper Character, as it is declar'd, whether *Æ* or *vi*. And where Brewers brew entire Guiles of Small, you must Character the First Wort thus [*—*], the Second thus [*—*] &c. And if when the Length is demanded, the Worts being separate, the Brewer will declare the Length to be *all Small*, tho' some of the Worts be of a better Quality, you are not to make your Charge from such Declaration; (though the same must be inserted in your Book) but you are to

remark

remark so much of that Guile Strong, as appears to you at that Time to be above the Quality of Small, and charge it accordingly: And that the Brewers may not be mis-led, you are first to acquaint them with this Direction, which probably will prevent their declaring the Length, till all the Worts are down, and mix'd in the Tuns.

II. You must be careful to take the Goods of each Guile, and insert them (in even Inches) in a *Parentbesis* under your Gage, and cast them up, computing whether the Quantity of the Drink, drawn therefrom, be answerable to the Quantity of Malt: Making also all possible Observation of the Quality of each Brewer's Drink at his Customers Houses, whether it be answerable to that which he shews you at his Brewhouse.

III. You must be careful to demand as soon as you can, after all the Worts of a Guile are brewed off, how much Strong-Beer or Ale, and also how much small, the Brewer intends to make of each Guile; and insert the Answer you receive in your Leidger, with the Person's Name who gave the same; and if any part of the Guile be cleans'd, before the Brewer has declar'd how much Strong, and how much Small he intends to make of such Guile, (he having been required by you so to do) you are to charge the whole Guile Strong, and acquaint your Collector or Supervisor therewith the first Opportunity. And if it shall happen that any Brewer will declare his Length, when a Wort, or part of a Wort, remains in the Copper, you are to gage the Wort so remaining, and afterwards make due Surveys on such Brewing, until the whole be cleans'd and carry'd out; and if it happen that part of the Guile be cleans'd, when you Survey, you must take an Account of what you find cleans'd, and insert the same under your Gage, adding them together: And when you find part of the Guile carry'd out at your next Visit after an entire Gage or part cleans'd, it will not be sufficient to write [*part cleans'd*] or [*part gone out*] but you are also then to take an exact Account of what is remaining in the House, and enter the same in your Leidger. And if after the Length is declar'd, you find any Increase of the Strong, contrary to Law, or any part of the Guile laid off, over and above the Length declar'd, you are to prosecute the Brewer for the same, pursuant to the Act of 8 *William III.*

IV. IN making up the Charge of each Guile, where it is the Custom of a Brewer, in a party Guile, to make one or more Worts of Strong, and not to use any of his Small, to make up his Quantity of Strong intended; and upon the Declaration of his Length, you have no Reason to believe, from the Gages you have taken, that any of the small Worts are missing, or that any of the strong Worts are, or have been mix'd with the Small; you are to collect the best Gage of each strong Wort, and the best

best Gage of each small Wort, and make your Charge of Strong and Small from the separate Totals of them; or from any better Gage that you afterwards take of the Strong or Small, when part thereof is up, and part down; or when all is down in the Tuns. But where the Brewers make up their Length of Strong by part of the Wort, or Worts intended for Small, or *à contra*, you are to collect the best Gage of each Wort, and add them together: and from that Total (if most) or from any mix'd Gage of Two or more Worts together, or from any Gage that makes a better Total, deduct the Small declar'd, and charge the Remainder Strong: But if the Strong declar'd, or any subsequent Gage thereof exceed such Remainder, charge from that. Or if there be any subsequent Gage of the Small better than when the Length was declar'd, that is to be the Charge. And you must be careful, by attending the Brewers Cleansings, by Draying them, or by what other Means you find most effectual, to prevent the using of any part of the Small as Strong.

V. UPON taking the first Gage of every Guile, you must take an exact Account of the Stock or Stores of old Drink; and likewise do the same, as soon as the Length is declar'd; and at such other Times, as you judge most proper to detect or prevent any Fraud: And if there be any Common Brewer that dwells so far from the Place of your Residence, as that you commonly survey him but once a Day, you are to stock the Storehouses every Day, as well when the Common Brewer is silent, as when at work, distinguishing at all times Return'd-Drink from the rest. And if any such Return'd-Drink shall be us'd amongst New Drink, you are to charge it again as New; or if it appear to you, that any of the Drink in Stock, which hath not been return'd, is alter'd in its Quality from what it was when first charg'd, by adding thereto Small-Beer, or Return'd-Drink, you are to charge the same again, if added to New Drink of another Guile.

DIRECTIONS to OFFICERS who Survey VICTUALLERS in FOOT-WALKS.

YOU are early every Morning to go round your whole Division, and observe who are brewing or preparing to brew, and insert their Names, with the Day of the Month; and against each Person's Name, the Hour when the first Wort will come off, on a Leaf towards the latter end of your Stock-book, before you leave each House; and as soon as you have been round your Division, you are likewise to enter the same in your Journal, according

according to the Scheme at the latter end of these Instructions; and as you go round your Division, you must take entire Gages on those Guiles which were brew'd off the Day before, entring the said Gages, with the Hour of taking them, in your Stock-book, before you depart the House. And you must take a Gage of each Wort as soon after it is out of the Copper as you can, that you may, if possible, have distinct Gages on each Wort: And from the best separate Gages of strong Worts added together, or from an entire Gage thereof, if better than the Worts; or from the Increase in Stock, if that exceed the best Gage, you must make a Charge of each Brewing. And if your Division is so large, that you cannot have a Gage on each Wort distinctly at all your Victuallers, you are to take the Gages on the Worts distinctly at as many Places as you can; sometimes at one House, and sometimes at another; and you must take care to Stock your Division at such times as may least hinder your taking Gages, tho' you Stock not the whole in one Day, yet so as the whole be stock'd thrice a Week, or at least five times a Fortnight, and that you never be above three Days wide in the said Stocks.

DIRECTIONS to OFFICERS *who have RIDES.*

I. **YOU** are to make your Residence in the Market-Town or other chief Town in your Division, which you are to Survey and Stock according to the Directions given to Officers in Foot-walks; but if your Ride have no considerable Town in it, you must (with the Advice of your Supervisor) so fix your Place of Residence, as that every Branch of the Revenue may be best secur'd.

II. **YOU** are to take as many Gages in your Ride as possible, and use the best Means you can to find out the best Lengths of every Victualler in your Division; and at such times as you cannot have a Gage, and you find the Tunnage short of the best Lengths you us'd to have by Gage, you are to inform yourself, whether the same Quantity of Malt was us'd in that Brewing, which was us'd when you had such best Lengths: You are also to observe whether the same Quantity be tunnd, and whether any Plus-drink remains, and whether any has been sold, drunk, or otherwise dispos'd of; so that by the Confession of the Victualler, or by any other Means, you may be enabled to charge the whole Quantity of Drink then brewed, in such Manner, as that you may justify the same upon any Occasion.

III. **WHERE** you can survey your Division in one Day, you are to survey the same at least four times a Week, Stocking the same three times a Week, or oftner, if you see Occasion: And if your
Division

Division cannot possibly be rode under two Days, you are to survey and stock the same three times a Week, or at least five times a Fortnight; but not in a constant Course, nor beginning always at the same Place, but sometimes ride the same Round twice together, that so by surveying the Viſtuallers at Times unexpected, you may have the more Gages on their Brewings, and more probably discover any Fraud: And that the most material part of your Division may be closely attended, where it happens that any inconsiderable Viſtualler lies so remote as to cause any Neglect therein, you may in that Case make such cautionary Surveys only as your Collector and Supervisor shall think necessary; but before you assume that Liberty, their Direction must be enter'd and sign'd by them in the Front of every Excise-Book. And at each Survey you make upon any Viſtualler in your Ride, you are to enter the Time of your Survey on a Paper left for that Purpose, in some usual Place in the Cellar or House; and when you find him preparing to brew, you must enter on the said Paper [Pr.] if Brewing [Br.] when you have a Gage, enter [Ga.] when a Charge [Ch.] tho' a Remark hath been enter'd before on that Brewing, according to the following Scheme.

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7ber 7 m. 5 A. S.	20 m p 11 Ch. A. S
8 E 2 Ga.	23 E 3 Ga. & Br.
11 m 8 Ch.	25 E 7 Ch.
13 E 3 Br.	28 m 6 Cyd ^r . Ch.
14 m 7 Ga.	29 m 8 pr. A. S.
16 m p 8 Ch.	Ec.
19 m 6 Ch. & Ga.	

General ORDERS for Country Officers, who are either in FOOT-WALKS or RIDES.

I. YOU are in the beginning of your Excise-book to enter an exact Scheme of your Division, with the particular Page where to find each Place in that Book, which is to be sign'd by your Supervisor and yourself; and as you go round your Division, where you find any Persons Brewing or preparing to brew, and where you have any Gage or Charge of a Brewing not before remark'd in your Book, you are to enter proper Remarks thereof at the end of your Stock-book, in all respects according to the Directions hereafter given for the Entries to be made in like Cases in your Journalbook. You are to keep in your Stock-book the

the Area's of all your Mash-Tuns, Coppers, Underbacks, Guile-Tuns, or other Utensils commonly us'd: And where you have any Guile-Tuns, or other Rounds or Tubs, that are not regular, and for which one mean Diameter will not serve at every Depth; then you are to enter in your Stock-book the Area's of the Diameters, in the middle of every Ten Inches from the bottom upwards; as you see in the Scheme of a Stock-book hereunto annex'd. And you are in your Town to take a Gage of all Strong and Small every Day untill the same shall be tunned, and the next Day after to shew it in Stock, if the Nature of your Business will admit. And where you take a Gage on Worts so warm, as to require the Allowance of one Tenth for Wash and Waste, you are to mark the same with a [w] over the Gage, and deduct one Tenth in casting. And when you take the last Wort of a new Guile, if any former were not cleans'd upon your Morning Survey, you must not fail to take an Account thereon, either by Gage or Tunnage; and you must never enter a second or third Gage, &c. in the first Gage's Place. You are also to take Gages of the Goods as often as you can, tho' the Worts are not fit to be gag'd at the Time of taking them, and insert them in your Stock-book.

II. You are to keep all the Casks in each Victualler's House fairly mark'd with White Lead and Oil, and reduce their Number to as few as you can, that the Stocks may not be extended to an unnecessary Length; and where you find any Casks but part full, you must enter the Ullage at the end of the Stock, according to the Method now prescrib'd in the Specimen for a Stock-book, and the true Condition of the Cask in the Body of the Stock: And if any Cask for Ale or Cyder be missing, you are to enter in the Place thereof a Cypher, with a Dot in the middle of it, thus [⊙] and to make diligent Search! and Enquiry where the same is, or how dispos'd of; and you must use the said Character [⊙] even in those Columns of the Stock, where there are no Contents of Casks enter'd. And if there be but one Cask in the last Column of the Stock, you are to make use of the said Character to compleat that Column; and at the end of the Stock to use this [=] If any Casks come into Stock in the middle of a Round, you are to enter the Content just over the said Casks; and when you have any By-casks, you are to place them at the End of the Stock, and to place the Content just over them at every time that they are fill'd. You are to enter one Cypher before Depths and Diameters under Ten; if the Depth is less than one Inch, then two Cyphers before the Decimal Part, and to enter a Cypher after every Depth and Diameter at even Inches; but you must not enter Depths and Diameters in the Columns of fix'd Utensils; and you must repeat the Diameters to every Gage you take in By-tubs; and when you have

than one Survey or Gage at a House on the same Day, the Day and Time is to be enter'd to every Visit; and not the Word, *Ditto*, or *D^o*. You must also place your Characters close over your Worts, and dot or dash off the vacant Columns in the Gage Place before you depart the House, and make your Charges in the Stock, like those in the Specimen of a Stock-book. When a Victualler, or Common-Brewer, brews two Days together, and declares, that the small Worts of the first Guile will be brought over the Goods of the second, you are immediately to gage such *vj* Worts, and Character them with a large Roman [R] and not with *vj*; and if upon your subsequent Surveys, you find the said Worts so return'd or brought over, which (if possible) is to be done in your Sight; you are to express in your Book, that the said Worts were return'd upon the Goods, and in such case not to charge the Small so return'd. And whereas several Persons do dispose of, or sell their small Beer raw or unboil'd, you must endeavour (where such Practice is) to survey before any is dispos'd of, and take a Gage thereof, either in the Under-back, or other Vessels where you find it, and make a Charge thereof.

III. If you happen to make any Mistake in your Stock or Gages (which Gages you are to cast up and bring forward every Night) you must enter a *Memorandum* of the same against such Error in the Books; and make your Charge as it ought to have been, if no such Mistake had been committed. And you are to use your utmost Diligence to prevent, or detect any Fraud that may be acted to the Prejudice of the Revenue: And upon your Discovery thereof, you are not to make any Composition for the same, but give your Collector or Supervisor a true Account thereof in due Time, to the end that legal Prosecution may be made.

IV. You are to keep by you a Dimension-book, wherein you must enter the Dimensions of all the Utensils of every Victualler, with the Length, Breadth and Area of each Cooler, the several Diameters and Area's of each Mash-Tun, Copper, Under-back, Guile-Tun, Round and Tub; as also the Dimensions and Contents of all the close Casks, according to the Scheme hereunto annex'd: And when you find any Alteration in any of the Utensils, or any new ones erected or brought in, you must Gage the same, and enter them in the same Book, taking a *Memorandum* thereof; and acquaint your Supervisor therewith as soon as possible. And when any Tuns or other Utensils are erected or alter'd in the middle of a Round, you are to place the Area's thereof immediately over that Gage, which is first to be cast by them.

V. You are to have the new Stock-book ready transcrib'd from your Dimension-book, and the last Stock from the preceding Stock-book against the 1d, 4th, 6th, 8th and 9th Round Sitings, with
all

all the Ullages of Casks that were depending in that Book; which you with your Supervisor are to examine from the Dimension-book, and old Book, upon every Transcript thereof. And you are always to set the Character of *vj* over Casks of small Beer in the Transcript-Stock; as well as when any new Small comes into Stock at other Times. You are to cast up your Books perfect, and sign your Voucher and Abstract at such Times as may not hinder your necessary Surveys, which with the List of the Arrears due in that Division, your Dimension-books, Instruments, Acts of Parliament and Instructions, you are to attend at the *Excise-Office*, at such time as your Collector shall appoint.

VI. You are diligently to enquire after, and carefully to take an Account of all Drink sold at Fairs, Wakes, Revels, Chutes, or any other publick or private Meetings; and then to demand and receive the Duty for the same: But you must not (at your Peril) receive the Whole or any Part of the Money due for such By-drinks, without giving a Receipt at the same time for the Money you receive; expressing therein the Quantity and Quality of the Drink, the Day when charg'd, and the Day when you receive the Money; and you are to keep Stock on all By-brewers, taking Gages on as many as you can, and enter them in your Book in the same Manner as Victuallers, only distinguishing them by the Word [*By-brewer*]; but when the Drink is in Casks, and you have charg'd all that they have in their Possession, your Surveys need only be cautionary, and not so frequent as upon Victuallers; and upon receiving the Duty, which they are to pay before any of the Drink be sold, you are to bring them together on one Leaf of your Stock-book, as is exemplified in the Scheme of By-Ales, at the end of these Instructions. But those Persons who usually sell Drink at Fairs, Wakes, &c. and brew as well for their Families as for Sale, have a Liberty to Enter, and pay the Duty for what Drink they sell at the Fair only, and are not requir'd to enter all in their Possession: But then they are to shew you all their Drink, that you may have Recourse to, and keep a Stock upon it: And you may admit them to post Entries, if they will sell any more than they enter'd at first, as is exemplified in the Scheme. And if by any Means you find a greater Quantity sold, than was enter'd, you are to charge it, whether Strong or Small; and acquaint your Collector or Supervisor therewith, that the Offenders may be legally prosecuted. And all these Particulars you are upon the Collection-Day to enter into the Collector's Books for Fairs and By-Ales, and sign your Name thereto, and pay the Money you have receiv'd for such By-drinks to your Collector. And you are not to receive the Duty of Excise of any Person whatsoever, (except for By-Ales at Fairs, &c. as aforesaid) nor bring the Money of any Brewer, Victualler, Distiller, &c. to the Collection, nor take up any Ar-

rears between the Rounds, without Directions first had in Writing sign'd by your Collector.

VII. You are not to return any as By-brewers but such as sell only at Fairs, and on other accidental Occasions; nor are you to keep any Person as a By-brewer that sells Drink above two Rounds together. And when you discover (either by Notice or otherwise) any common Brewer, Victualler, By-brewer, or other Person chargeable with any Duty, who has begun to work, and has not been survey'd before in the Books then in use; you are immediately to enter at the end of the Journal the Day of the Month when you made such Discovery, with the Person's Name and Place of Abode, and if the Place be not enter'd in the Scheme of your Division, you are to mention between what two Places the same is situated, with the Distance in Miles from each. And where you have any Victuallers that brew Drink themselves, and also take Drink from common Brewers or Victuallers, you are not to intermix such Drink so bought in the same Stock with that which is brewed by the Victuallers, but must keep the Stocks separate, even tho' the Drink so bought be in the Victualler's own Casks, entring what Brewer or Victualler it came from, to the end that you may not be impos'd upon, but may charge such Victuallers with the Duty for all the Drink they brew. And where you find just Cause to suspect any Fraud, you are to charge the whole Increase you find, and let the Victualler discharge himself by due Course of Law.

VIII. You are not to keep any Publick House, nor deal in any Commodities, nor Trade with any Person liable to the Duties of Excise; nor borrow any Money, nor accept any Treat, Fee, or Reward from any common Brewer, Inn-keeper, Victualler, or any other Person chargeable with any Duties of Excise, or from any Person employ'd by them, upon pain of being discharg'd from your Employment.

IX. You are duly to survey and keep Stocks upon all Vinegar-makers in your Division, and to charge as Vinegar all Stale Beer, Returns of Beer or Ale, Cyder, Verjuice, or any other Liquors proper to be made into Vinegar, which at any time shall be found in the Custody or Possession of any common Vinegar-makers; (except such Beer, Ale, or other Liquors as are to be drunk in their Families, and which shall be kept separate and apart for that Purpose) the said Vinegar-makers being oblig'd under certain Penalties, when they receive in any of the Liquors aforesaid, to shew the same to the Gager, before they mix any part with Rape or other Liquors, or Materials already in their Custody.

X. When you charge any Cyder, Perry, Metheglin, or any other excisable Liquors of a different Duty, you must keep the Stocks upon each separate. You are to enter the Contents of each Certificate given or receiv'd for Ale or Cyder, brought into, or sent out of your Division, and the Duty the same hath

hath paid or being charged with, on a Leaf at the end of your Stock-book. And on the Sitting-day, you are to transcribe the same into the Scheme which your Collector carries with him each Round.

When you give Certificates for Cyder sent from Place to Place, you are never to omit entering in them the Name of the Person the Cyder goes from, and what Duty *per* Hogshead it has paid or been charged with, which you must particularly express in the said Certificate, whether the Duty is paid, or only charg'd; and in your Book you are to enter thus, [N^o 1 and 4 Cyder sent to C — D — of *Chepstow*.] and the Officer who receives such Cyder and Certificate, is to enter thus, [N^o 1 and 4 Cyder sent from A — B — of *Bristol* 3d Division]. And you are to charge all Cyder and Perry brought from the Islands of *Guernsey*, *Jersey*, &c. with the whole Duty of 10 s. 8 d. *per* Hogshead, on the Importation thereof.

Note, Verjuice in the Hands of a Retailer is to pay the same Duty as Cyder, *viz.* 10 s. and 8 d. *per* Hogshead; and in the Hand of the first Buyer, who is no Retailer, 4 s. And Water-Cyder, which is commonly made by pouring of Water upon the Pomace after the Apples have been fully press'd, and not of a Quality to be sold as Cyder, but sometimes drank in Families as small Beer, is not chargeable with any Duty.

XI. THE Mistakes that happen in the Area's of Utensils or Contents of Casks, upon a new Transcription must be rectified and sign'd by your Supervisor; and you are not at your Peril to make use of two Stock-books or Leidgers, nor enter any feign'd Surveys or stamp'd Gages, nor tear any Leaves out of any Book; nor scrape, scratch, or alter any Figure, Character, or Remark in any of your Books, nor take any Gage on loose Paper.

XII. You are to keep your Stock-book fair, with your Figures large, and these Instructions fix'd at the end thereof, transferring them from Book to Book; and make yourself thoroughly acquainted with what they contain. And your due Observation thereof will meet with a suitable Encouragement from the Commissioners.

When you shall be directed by Order of the Board to instruct any Person, and to qualify him for a Gager's Employment; you shall not certify him qualify'd for such Employment, till he can cast up Excise and Malt-Gages by the Sliding Rule: And you must not suffer such Pupil to survey or take any Gages for you; nor are you to take any Gages or Surveys from his Book, nor permit him to transcribe any from yours; but at all Times, whilst he is instructing, he is to be kept as punctually to his Survey, &c. as if he were then actually an Officer. And for your instructing such Person, you shall not receive from him more than 20 s. when he comes to be instructed, and 20 s. more when he is certify'd for.

XIII. If

XIII. If you have any Compounders in your Division, you are to enter their Names and Places of Habitation in some convenient place in your Stock-book; and when you survey them cautionarily, you must enter the said Survey, with the Day and Hours, to the Stocks and Gages that you take.

And when you seize any Exciseable Imported Liquors, you are by the next Post to acquaint the Board therewith, that you may receive their Directions touching the Condemnation thereof.

XIV. You must not endeavour to persuade any Elector to give, or dissuade any Elector from giving his Vote for the Choice of any Person to be a Member of Parliament; for such Officers as do so intermeddle in Elections, not only forfeit the Sum of 100 l. but are also by Act of Parliament render'd incapable of any Employment in the Excise, or any Office of Trust whatsoever under his Majesty.

XV. WHEN you come first into any Division, you are to enter your Name in the Front of the Books, and set the two first Letters of your Name to the first Surveys and Gages you take throughout the said Books: And where you shall officiate for any Person, whether it be by Order from your Collector or Supervisor, or upon any accidental Occasion, you must not fail to set the two first Letters of your Name to the first and last Surveys and Gages, and write your Name at length in the beginning of such Books.

AND when you are remov'd from one Division to another, you are to mention in the Front of the Books of that Division which you leave, the Time you left the same, and put your Name thereto.

AND you are to leave your Books of Instructions, Acts of Parliament, and other Books and Papers which belong to that Division, and take a Receipt from the Supervisor or the succeeding Officer, with whom you left or deliver'd them.

AND if any Commissioner upon a Survey, shall give you any Directions in Writing, which may respect that Division or Place where such Directions shall be given, you are immediately to enter the same at the end of these Instructions, that both your Supervisor and Successor may observe the same.

XVI. You are to take care that all Entries and Notices given by any common Brewer, or any other Person liable to the Survey of an Officer of Excise, be carefully kept on a File lock'd up by the Office-keeper, which you are to Copy in Words at length into a Book by you kept for that Purpose; all which copied Entries are to be sign'd by the Office-keeper of that Division.

You are likewise to acquaint the said Office-keepers that the Commissioners direct, that upon their Receipt of any Entries, they do immediately write upon each the Day of the Month, and the Year of our Lord when they receive the same, and sign their Names thereto; and as soon as possible
after

after such Entries are made and copy'd as aforesaid, you are to repair to, and require the Person who made the Entry, to shew you every Place and Thing express'd in such Entry; and you are immediately to insert in your Entry-book the Situation of all those Places, &c. mention'd in such Entry, and mark the Particulars in such Manner, as may enable you, your Supervisor, or any other, readily to find the same.

Note, You are never to write any Entries for any Person liable to the Survey of an Officer of Excise.

XVII. WHEN you make a Demand of Entrance into or at any common Brewer's, Victualler's, &c. you must for a reasonable Time knock, ring, or call at the Brewer's, &c. Gate or Dwelling-house, or such other Place where you have usually procur'd Entrance; and if you are not admitted thereupon, you must with a plain and audible Voice make a Demand at the said Gate, Dwelling-house, or other Place, in Words to the Effect following, (*viz.* I ——— Gager of Excise, do demand Entrance into the Brewhouse, &c. of ——— to Gage and take an Account of his Drink, as the Law directs); and if the Demand be made in the Night-time, it must be in the Presence of a Constable; and you are to mention in your Demand, that the Constable is with you.

AND if the Demand be made in the Day-time, you should (if possible) have some sufficient Witness present, to prove your making Demand as aforesaid; and after you have so done, you are to stay a reasonable Time before you go from the House or Place, and enter the Whole of your Proceeding in your Book, and that upon a Denial of Entrance, to acquaint the common Brewer, &c. or his Servant (if possible) with the Danger thereof, and the Penalty incur'd thereby.

XVIII. UPON the Front of your Book you must insert the Day of the Month each Round begins and ends, the Amount of the several Species of Drink contain'd in each Voucher, distinguishing common Brewers Drink (if any in your Division) from that of Victuallers, and underneath set the Amount in Money, and sign your Name thereto.

You must also enter a Scheme of the several Amounts in Money for the preceding, and opposite to them, those of the growing Year.

F I N I S.



THE CONTENTS.

OFFICERS to take the Oaths and to inform themselves in the Laws of Excise; to use a good Behaviour to Magistrates, &c. and always to have their Commissions with them. Page 3

What relates to Common Brewers.

- Article I. *How they are to be survey'd, Worts taken, Gages enter'd, cast and character'd.* 3 and 4
 II. *Goods to be taken, and the Use thereof.* 5
 III. *How and when Lengths are to be requir'd and declar'd, what Remarks to be made when part of the Guile is cleans'd.* ibid.
 IV. *How Worts are to be collected and Charges made.* 5 and 6
 V. *What relates to Stores and return'd Drink.* 6

What relates to Victuallers in Foot-Walks.

- I. *How they are to be survey'd, what Remarks are to be made at Book end and in Journal, how the Gages and Stocks are to be taken and Charges set forward.* 6 and 7

What relates to those in Rides.

- I. *How and where the Residence is to be fix'd.* 7
 II. *To secure Gages if possible, for want of which, how the Charges are to be made.* ibid.
 III. *How often and in what Manner Victuallers in Rides are to be survey'd, with an Exception to inconsiderable ones that lie remote, and an Injunction to leave a Minute-Paper at each House, with what Remarks are to be enter'd thereon.* 7 and 8

General Orders.

- I. *Scheme of Division to be enter'd, pag'd and sign'd. Areas of Utensils to be enter'd in the Body, and all fresh Remarks at the end of the Stock-book.* 8
What Allowance is to be given for warm Worts, how often Gages are to be taken on all. &c. and vj. in what manner they are to be enter'd, and how far the Goods are to be regarded. 9
 II. *Casks to be mark'd and their Number reduc'd, when but part full to be ullag'd, if missing or the Column vacant to be cypher'd off, if brought into Stock in the Middle of a Round, the Contents to be plac'd just over them.* ibid.

By-casks

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<i>By-casks to be enter'd at the end of the Stock, which must be clos'd with Parallel Lines.</i>	Page 9
<i>How Cyphers are to be plac'd before or after even Depths.</i>	ib.
<i>Depths and Diameters not to be enter'd under fix'd Utensils.</i>	ib.
<i>Diameters to be repeated to every Gage in By-tubs.</i>	ib.
<i>The Day of the Month to be repeated to every Survey.</i>	10
<i>Vacant Columns to be dash'd off.</i>	ib.
<i>How Characters are to be made and plac'd.</i>	ib.
<i>Return'd Small to be character'd with [R], and where vj is sold Raw to be charg'd so.</i>	ib.
<i>Article III. How Mistakes are to be rectified.</i>	ib.
<i>When Gages are to be cast.</i>	ib.
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<i>IV. How the Dimension-Book is to be kept.</i>	ib.
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<i>V. How new Books are to be transcrib'd.</i>	ib.
<i>Vouchers made up.</i>	11
<i>When and with what Instruments, Books, &c. the Collector is to be attended.</i>	ib.
<i>VI. What relates to By-brewers, whose Duty only may be receiv'd by Officers without the Collectors Directions.</i>	ib.
<i>VII. New Victuallers, &c. to be enter'd at the end of the Journal.</i>	12
<i>Drink bought in, to be stockt separately from others.</i>	ib.
<i>VIII. Not to Trade, nor take Fees, &c.</i>	ib.
<i>IX. How Vinegar-makers are to be survey'd, and what is to be deem'd as Vinegar.</i>	ib.
<i>X. What relates to Cyder in all its Branches, with some Directions about Verjuice and Metheglin.</i>	12 and 13
<i>XI. How Mistakes in Transcripts are to be rectified, feign'd Surveys, altering Figures, &c. and taking Gages on loose Paper forbid.</i>	13
<i>XII. Stock-book to be kept fair, and the Instructions at the end thereof.</i>	ib.
<i>Directions about Pupils.</i>	ib.
<i>XIII. How Compounders are to be enter'd and survey'd.</i>	14
<i>When imported Liquors are seiz'd, to take the Commissioners Directions.</i>	ib.
<i>XIV. Not to intermeddle in Elections.</i>	ib.
<i>XV. What's to be observ'd upon coming into or leaving of a Divison, and how the Commissioners Directions when upon Survey are to be regarded.</i>	ibid.
<i>XVI. What relates to Entries.</i>	14. and 15
<i>XVII. How Entrance (if requir'd) must be demanded.</i>	15
<i>XVIII. In what manner the Amounts of Vouchers are to be enter'd.</i>	ib.

¹⁸ Northampton
Mr. John Moor at y^e Naggs head

	1	3	5	7	9	11	13	15	17	19	21			
	36	54	36	54	78	12	5	108	54	7	11			
7 ^{br}	28	36	18	98	108	12	18	—	76	—	—			
3M7	00	0 $\frac{1}{2}$	1 $\frac{1}{4}$	00	10	00	10	10	10	00	00		N ^o 4x	L2
6Noon	00	0 $\frac{1}{2}$	10	00	10	00	10	10	10	00	00		x	W14
9M8	x0	x $\frac{1}{2}$	10	00	20	11	21	10	10	00	00		21.0	
11M10	1 $\frac{1}{2}$	1 $\frac{1}{2}$	10	4 $\frac{1}{4}$	40	11	41	10	10	0 $\frac{36}{7}$	01		N ^o 7x	B2
14E2	11	1 $\frac{1}{2}$	20	41	40	11	04	10	10	01	01			w0
17M7	41	1 $\frac{1}{2}$	40	41	00	18	08	10	10	01	00			
20M6	81	1 $\frac{1}{2}$	00	41	00	18	00	10	10	01	00			x-1
21Ep1	01	2 $\frac{1}{4}$	00	41	0	48	00	10	10	01	00		2R ^o 25	12.0
24mp6	01	40	00	42	10	40	00	10	10	01	00		0	040
27Ep1	x $\frac{1}{2}$	x	00	4 $\frac{1}{2}$	10	20	00	14	10	04	00		N ^o 16x	0-
29M11	11	11	00	44	10	40	00	14	10	01	00		N ^o 20x	Dian
8 ^{br} 2M8	14	11	00	44	10	41	00	14	10	01	01	10		well
5Ep2	1 $\frac{1}{2}$	11	00	40	10	01	00	10	10	00	01	00		&N
	1	3	5	7	9	11	13	15	17	19	21			N ^o
7M9	14	11	00	40	10	01	00	10	10	00	01			N
10M11	10	11	00	40	10	01	00	10	10	00	04			

[18]

An Explanation of such Parts of the Stock-Book, as may not be fully understood by the Injunctions in the Body of the Instructions.

ON September the 21st, the Depths and Diameters, and the Depth in the second Round or Guile-Tun at the end of the Stock, are the Plus of 36 and vj of that Guile which is then brought into Stock, and are cast up in their proper Columns.

The Character [O] at the end of the succeeding Stock, denotes it to be gone, and no satisfactory Account given how it was dispos'd of; but when all or any part of a Plus is brought into Stock, it must be particularly expressed, as on September the 29th, and October the 2^d.

When any new Cask comes into Stock, which you Gage and Mark as one of the Victualler's own Casks, it is to be plac'd in the proper Column of such Number as is broken and gone, and the Content immediately over it, as is instanc'd in N^o 16 and 20; and in the next Transcript you are to place it at the top of your Book amongst other fix'd Casks.

In the Cyder-Stock, you have one Instance of a Charge being made, as on September the 11th; and another where Cyder is brought in by Certificate, as on September the 20th,

1777

1778

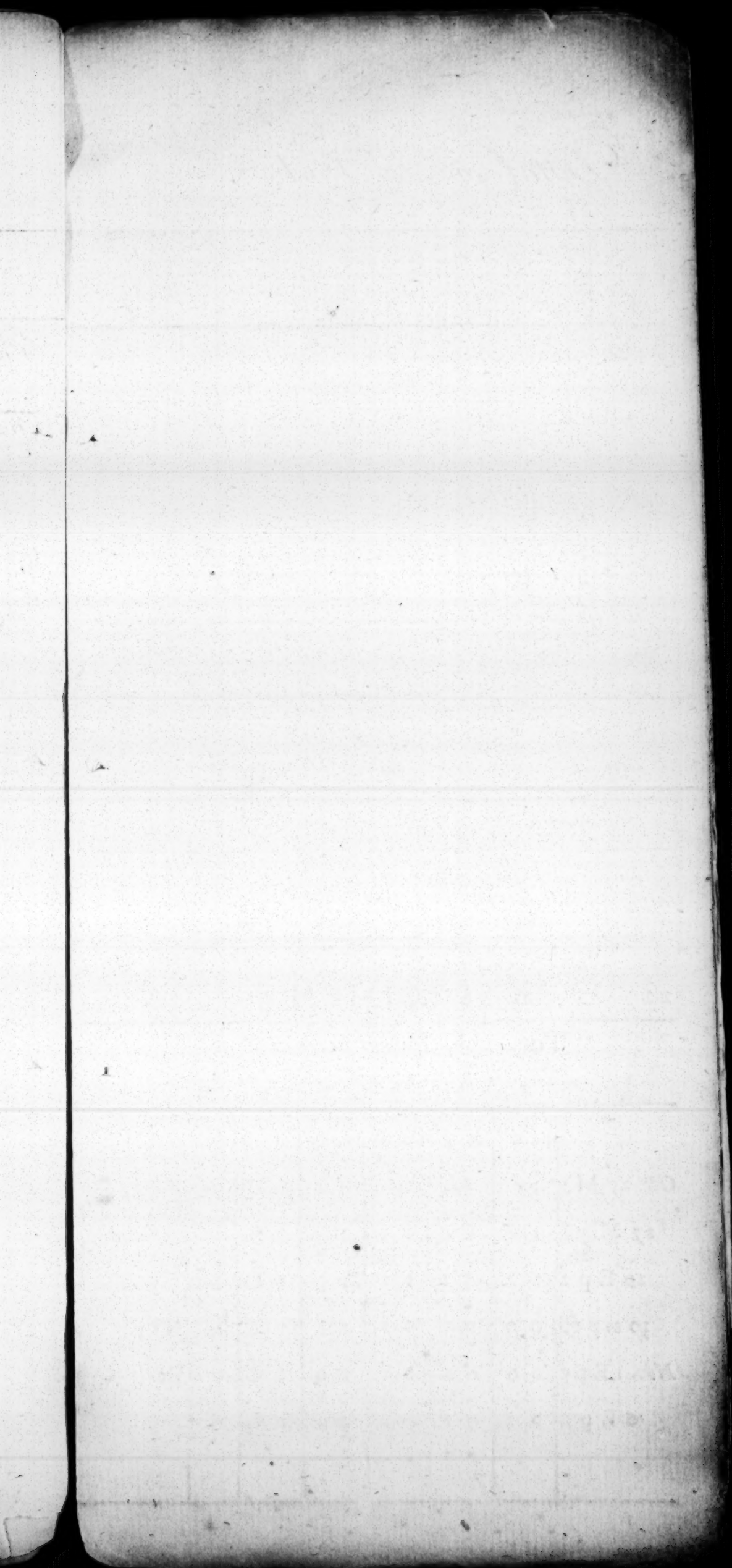
1779

1780

1781

1782

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22 Ditto Com B^{rs} Stock

	1	3	5	7										
	115	36	108	72										
7 ^{br}	54	36	108	120										
3M7	$\frac{1}{4}$	$\frac{1}{2}$	11	11										
6Noon	$\frac{1}{4}$	$\frac{1}{2}$	11	11										
9M8	$\frac{1}{4}$	$\frac{1}{2}$	11	11										
11M10	$\frac{1}{4}$	$\frac{1}{2}$	11	11										
14E2	$\frac{1}{8}$	$\frac{1}{4}$	11	11										
17M7	$\frac{3}{4}$	$\frac{1}{8}$	11	11										
20M6	$\frac{1}{4}$	00	11	11										N ^o 2 from J ^o Thomas C.B.
21Epi	$\frac{1}{4}$	00	11	11										
24mp6	01	$\frac{53}{101}$	11	$\frac{1}{2}$										N ^o 4 from J ^o Jones W ^r in—
27Epi	01	01	11	$\frac{1}{4}$										
29mn	01	01	$\frac{3}{4}$	$\frac{1}{8}$										
8 2M8	01	01	$\frac{1}{2}$	$\frac{1}{8}$										
5Ep2	01	01	$\frac{1}{4}$	$\frac{1}{8}$										
	1	3	5	7										
7M9	01	01	$\frac{1}{4}$	$\frac{1}{8}$										
10Mu	$\frac{3}{4}$	01	$\frac{1}{8}$	$\frac{1}{4}$										

22

A SPECIMEN of

Torworth, Robert Swann, Bv-

	1	3	5	7	9			
	34	18	9	5	12	6	$\frac{10}{vj}$	$\frac{8}{vj}$
Oct. 25 M9	++	++	++	++	++	++	+	+
27 M.p8	1	1	1	1	1	1	$\frac{1}{4}$	+
29 E p 2	0	$\frac{1}{8}$	$\frac{1}{2}$	1	1	1	$\frac{1}{2}$	+
30mp10	0	0	0	1	1	1	$\frac{1}{4}$	+
Nov. 1 E p 5	0	0	0	1	0	1	0	+
6 E p 2	0	0	0	1	0	1	$\frac{1}{2}$	0

N^o 1,
for

N^o 5

De-

				Goods	X		VI		Sider		Best (ja	
					B	G	B	G	H	G	X	VI
						7.4		2.1		11.2		
				110	3.	7.9	2.2 ¹	6.3	-	-	100.0	91.3
				X from Stock	165	5.	3.4	3.4 ¹	4 2	1.4 ¹	6.3	165.7 114.7
				88	2.2 ¹	5.1	3.4 ¹	0.3	-	-	90.1	110.8
				Northampton 1 st D ^m	110	3.4 ¹	3.3	-	-	-	113.8	-
					110	3.	8.1	1.4 ¹	5.3	-	110.1	64.8
				Odds	-	1.	-	.2 ¹	-	.4 ¹		
					17.4 ³		11.4 ¹		1.2 ¹		£5:13:9	
									malt	-	0 - 1	
						1.2		1.2		1.8		

a BY-BREWER'S Stock.

23

BREWER.

x vj Cyd^r.

|B|G|B|G|H|G

2, 3 and 9 X, and N^o 8 vj declar'd }
 Sale, the rest for private Use ——— }

also declared for Sale ———

clares to sell no more ———

Odd Gallons reduced ———

l. s. d.
 00 11 11

2.4

1.2

22. The first of these is the

100

[Faint handwritten notes]

24

27

1

29 e 6 filent

30 m p 7 h out C W (15)

30 m p 11 h & m out C L

30 e n¹ 3 h & m out C W L G

30 e p 5 h m & n out C W (17)

30 e p 9 h m n & bl. out all off

John Jones can't declare

31 m p 3 1, 2 and 3 Sqⁿ. X

4 Sq^{rs}. & 3 B n & bl Cop. filent

31 m p 6 1, 2 & 3 Sq^{rs}. X 4 Sq^{rs}. VI

Length *per John Jones, &*

Cop. silent.

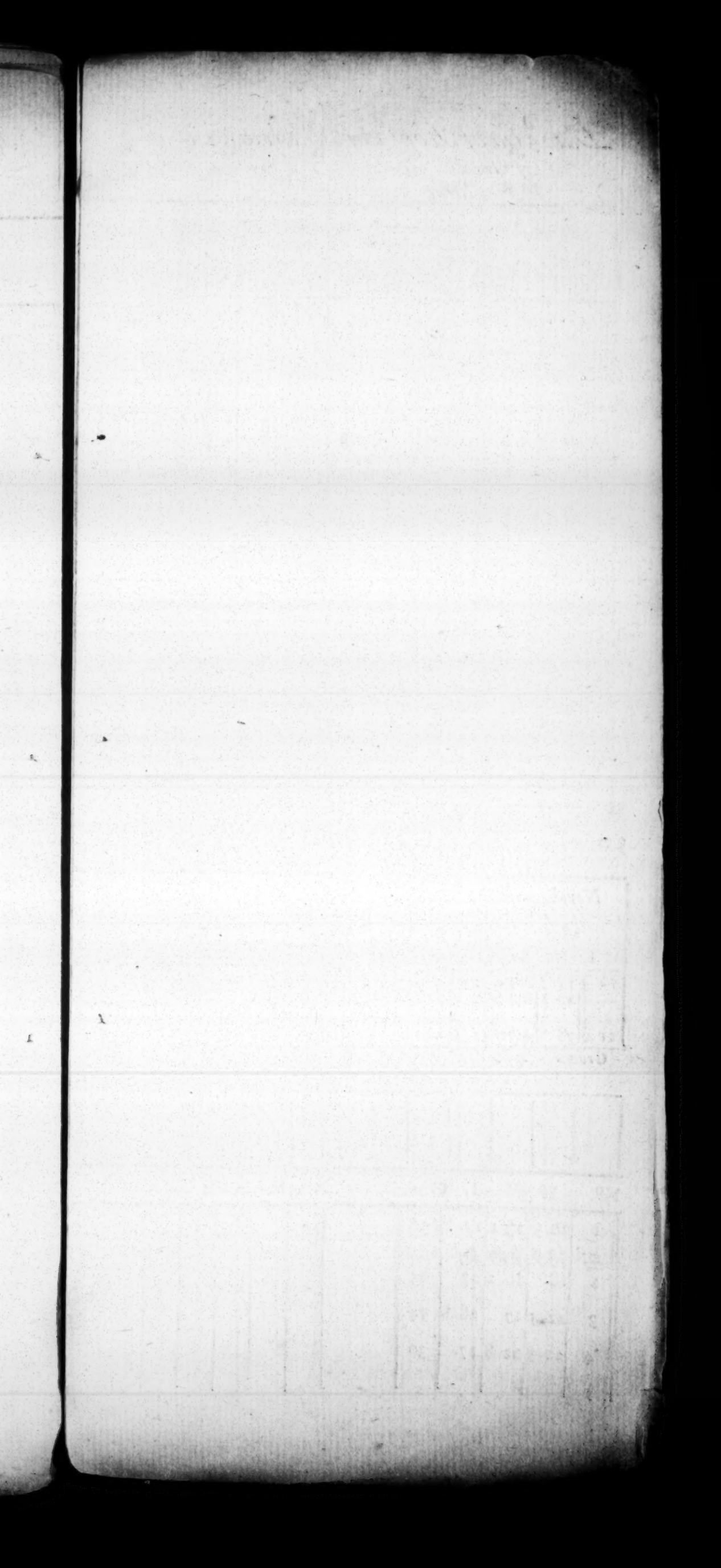
31 m p 9 1 & 2 Sq^{rs}. X 4 Sq^{rs}. VI

Part gone, and Cop. silent

31 n 12 all cleans'd and silent

31 e p i filent

THE JOURNAL OF JAMES M. SMITH



of Small
 MFCopUB 1 2 3 1999

5th Ga -

The SCHEME of a

John Moor
Backs

Crown 4.10

N ^o .	H	B	L	Cont.	N ^o .	H	B	L	Cont.
------------------	---	---	---	-------	------------------	---	---	---	-------

1	20.3	23.2	25.8	36
2	18.9	20.7	24.7	28
2	18	20.2	23	24
3	22.5	27	28.8	34
4	20.5	22.8	27.	36
5				

The Explanation of the DIMENSION-
BOOK.

AT the top of the Scheme are enter'd the Diameters and Area's of the Mash-Tun, Copper and Under-back, to the Right-Hand whereof stand three Backs, in the uppermost Line whereof is enter'd the Length, below that the Breadth, and at the Bottom the Area which those Dimensions produce; after the Backs are set two Guile-Tuns, with the Diameters taken in the middle of every ten Inches from the bottom upwards; and the Area's answering to those Diameters respectively, with the Depth of each Guile-Tun over it; next these is enter'd the extream Diameter of an oval Cooler, with the Area thereof under it.

Underneath these Utensils are enter'd N^o 1, 2, 3, 4, &c. and the Dimensions of those Casks against their respective Numbers, *viz.* the Head-Diameter in Inches and Parts under H. the Bung-Diameter under B. the Length under L. and the Content in Gallons which these Dimensions produce, under Con^t.

Note, The Space between each N^o is to be left so wide, that upon the Alteration of any Cask, the new Dimension may be enter'd just below, as in the Example of N^o 2.

A METHOD for keeping a JOURNAL.

Foot-Walk. Brewers, Victuallers, &c. at Work.			Foot-Walk. Maltsters at Work.			
Time of Survey	Time of Entry; And Persons at WORK	Time when first Worts will be off.	Time of Survey	Time of Entry; And Persons at WORK.	How long wet.	How long out.
7ber 7. M. 11.						
m 6	John Roberts, C. Br.	E 3	m 7	John Jones, Maltster.	04	
m p 6	Nich. Smith, Victr.	E 6	n 8	Ralph Jackson, Malt.	12	
m p 10	Will. Smart, Victr.	Off.	m p 8	Henry Woodin, Malt.	10	
m p 10	Will. Smart, Victr.	E 7		None else to enter.		
m p 10	John Doe, Fourteen } Casks of Cyder }	Charg'd				
m 6	John Hughes, Distill.	a				
m 7	Tho. Dovers, Distill.	b				
	Rest silent.					
	8 m 9			8 m 9		
	All silent.			None to Enter.		

If a Town and Ride, the Town to be enter'd as a Foot-Walk; and then a Line struck, and the Time of going the Round, &c. Enter'd as below.

7ber 7 m 8

Begin my Round (either Long or Short, as the Case requires) at Stanley; design to end at Redway. And if you intend not to survey the whole Round, you are to express the particular Places you design to survey, and at which you intend to begin and end.

Return'd at E. 5. found at Work on my Survey.

mp 8	Will. Fothergil, B. Br.	Charge	m p 11	Anne Sims, Maltster.	18	
mp 8	Will. Stubbs, Victr.	Pr.	m p 12	Benj. Fretwell, Maltst.	27	
mp 8	John Jones, C. Br.	E 4	E 1	Tho. Smith, Maltst.	09	
mp 9	Tho. Brown, Victr.	E 5	Ep 2	John Wells, Maltster.	- - -	19
mp 9	Anne Marjham, Victr.	Gage	Ep 2	John Wells, Ditto	04	
mp 11	John Andrews, Victr.	Charge	Ep 3	Susan Roberts, Maltst.	- - -	47
mp 11	D ^o J. Andrews, Vict.	Gage	Ep 3	Will. Tod, a private		
mp 11	D ^o John Andrews.	E 6		Person, one Cask		
mp 11	John Thomas, two } Casks of Cyder }	Charg'd		of Cyder.		
	Rest silent.			None else to Enter.		

Note, That if the Worts are off before you visit, so that you can take a Gage of them, and the same Victualler be going on with another Brewing, you are to re-enter his Name and Time of Survey, as in the Example of *William Smart*; and you must never enter the same Person's Name more than once in your Journal for one Brewing, one Steeping of Malt, or one Charge of Cyder; and when you have a Couch-Gage of Malt, whereof you have had no Cistern-Gage before; or a Floor-Gage, whereof you have had neither Cistern or Couch-Gage, you must enter the Hours out of Cistern, as in the Example of *John Wells*, and *Susan Roberts*.

You are immediately before you go into your Ride, and after your Return, to enter in the Journal according to this Specimen, and then to take the Worts off at those Houses which were at work upon your Morning Survey.

The same Rules are to be observ'd by Officers who have Rides and no Towns, so far as they are applicable to their respective Divisions.

You must not, on any Pretence whatsoever, take your Journals to your own private Lodgings, but in all Towns where there's an Excise-Office, they are to be kept at the said Office; and where there's not an Office, they are to be kept at such convenient House as the Supervisor shall direct; which Directions he must enter in Writing at the Front of the Journal.

And you must enter an exact Scheme of your Division therein, which must be sign'd by your Supervisor and your self.

Northampton

M^r Edw^d Clarke Cyder Maker

	1	2	3	4	5	6	7	8	9			
Bung or Length	30	27.4	30	51	29	30.5	30.7	52	51.5			
Content	132	67	132	129								
7 th 7M7	f	11.2	00	00								
8M6	f	11.2	00	00								
8Ep7	f	11.2	00	00	85							
9M10	f	11.2	12.7	00	00	142	137	129				
10M8	f	11.2	f	f	00	00	00	00				
10E7	f	11.2	f	f	00	00	00	00				
11M10	f	11.2	f	00	00	00	f	00				
12M8	f	11.2	f	f	f	00	f	00				
13M6	f	11.2	f	f	f	00	f	00	134			
14M8	f	11.2	f	f	f	00	00	f	05.8			
15Mp6	f	11.2	00	f	f	00	00	f	f			
16Mp7	f	11.2	f	f	f	02.6	00	f	f			
17M5	f	11.2	f	f	00	17.4	00	f	f			
18M9	⊖	11.2	f	⊖	00	17.4	00	f	f			
19Mp7	⊖	11.2	f	⊖	00	f	f	00	280			

N^o 1 & 4
Dodd

34 The EXPLANATION.

THE Use of the several Columns above are shown by their respective Titles. The Letter (f) denotes the Cask to be full; and the Figures in Stock the wet Inches in each Cask. The Letters (Pr.) in the Press Column signifies the Cyder-maker to be preparing, (that is, grinding Fruit); and the Letter (W.) to be at work. The two Cyphers in one Column, shew that the Cask is empty, and seen by the Officer; as this Character (⊖) does, that it is either sold out or not seen. The Letter (r) over a Cask signifies that it is rack'd, and the Word (to) shews to what Cask. And you may observe, that on the 8 m 6 the Cyder-maker is at Work; and the Gage being cast up, produces 132. 9 Gallons, which is enter'd in the proper Column, and transferr'd likewise into the last Column. On the 8 E p 7 the Work is finish'd, and the Gage produces 220. 5; the Increase or Difference between which, and the former Gage, being 87. 6, is enter'd in the said last Column. On the 9 m 10 he is preparing; and part of the former Day's Work being put into N^o 3, there remains by Gage 163. 2; which being subtracted from the before-mention'd

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